



CALIFORNIA STATE CONTROLLER’S OFFICE

PROMOTIONAL EXAMINATION FOR

STAFF SERVICES MANAGER II (SUPERVISORY)

MONTHLY SALARY RANGE \$5576 - \$6727

NOTE: The salaries used in this bulletin are the latest available from the State Controller’s Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department’s personnel office before making any commitment. **8C034**

FINAL FILING DATE

October 24, 2008 is the final filing date. Application (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted.

INTERVIEW DATE

It is anticipated that interviews will be held during November/December 2008

WHO MAY APPLY

Competition Limited to California State Controller’s Office employees.

Applicants must have a permanent civil service appointment with the State Controller’s Office by the above listed final file date in order to take this examination. Under certain circumstances, former State Controller’s Office employees may be allowed to compete under the provisions of Rule 235. (See General Information on reverse side.)

HOW TO APPLY

Submit Examination Application (STD. Form 678)

By mail to: State Controller’s Office HR-Examinations Unit P.O. Box 942850 Sacramento, CA 94250-5877 Attn: Susie Stadtman	OR	In person to: State Controller’s Office HR-Examinations Unit 300 Capitol Mall, Suite 300 (3rd Floor) Sacramento, CA 95814 Attn: Susie Stadtman
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All applications must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications received without this information will be rejected.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the *final file date*.

The following patterns may be combined proportionately, when applicable, to meet the overall experience requirement:

Either I

One year of experience in the California state service performing the duties of a Staff Services Manager I.

Or II

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst; and Current employment in a class with a level of responsibility not less than that of Staff Services Manager I.

Or III

Two years of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.

Or IV

Experience: Four years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least one year of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Staff Services Manager I.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of the experience.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION

A Staff Services Manager II is the full supervisory level for analytical and administrative work. Incumbents at this level may be in charge of a well established and fully developed Staff Services function, or supervise a moderate to large number of technical staff and spend the majority of their time with supervisory activities as distinct from working level assignments. Positions at this level may function as non-supervisory experts.

Positions exist with the State Controller’s Office in Sacramento.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION
INFORMATION

This examination will consist of a Qualification Appraisal Interview. The interview will include predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

SCOPE

Qualifications Appraisal Interview – Weighted 100%

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

- A. Knowledge of:
1. Principles, practices and trends of public and business administration, including management and supportive state services such as budget, personnel, management analysis, planning program evaluation or related areas.

2. Principles and practices of employee supervision, development and training.

3. Program management.

4. Formal and informal aspects of the legislative process.

5. The administration and department’s goals and policies.

6. Department’s Equal Employment Opportunity objectives.

7. A manager’s role in Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives.

8. Ralph C. Dills Act.
- B. Ability to:
1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.

2. Develop and evaluate alternatives.

3. Analyze data and present ideas and information effectively both orally and in writing.

4. Consult with and advise administrators and other interested parties on a variety of subject-matter areas.

5. Gain and maintain the confidence and cooperation of those contacted during the course of work.

6. Review and edit written reports.

7. Manage a complex Staff Services Program.

8. Establish and maintain project priorities.

9. Develop and effectively utilize all available resources.

10. Effectively contribute to the department’s Equal Employment Opportunity objectives.

11. Multi-task.

12. Interact appropriately with a diverse group of people.

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established for the State Controller’s Office. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS AND
CAREER POINTS

Veterans' preference points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Controller’s Office, Examination Unit (916) 324-0811, three days prior to the written test date if the candidate has not received a notice.

For an examination without a written feature it is the candidate's responsibility to contact the State Controller’s Office, Examination Unit (916) 322-0811, three weeks after the final file date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Controller's Office, or you may log onto www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Controller’s Office reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the State Controller’s Office, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

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STAFF SERVICES MANAGER II (Supervisory) JY12 - 4801

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